

School Immunization Record Review 2016-2017 School Year

The following guidelines are intended to assist staff when conducting school audits. Chapter 139A.8(6) of the immunization law and 641-7.8(139A) of the administrative rules require annual audits of all immunization records for public, private, and parochial students in kindergarten through 12th grade.

1. Determine the schools (elementary, secondary, public, private, and parochial) to be audited within the local board of health's jurisdiction. One school district may be divided into two or more counties. Local public health agencies will need to determine which agency will conduct the audit.
2. Establish a time to perform the audit. School audits should begin after October 1 to allow schools adequate time to complete student enrollment data.
3. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the Advisory Committee on Immunization Practices (ACIP). Doses administered ≤ 4 days before the minimum interval or age shall be counted as valid. All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:
 - **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
 - **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
 - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
 - The student has received at least one dose of each required vaccine but has not completed the required immunizations.

Provisional Certificates of Immunization should be issued to the admitting official upon enrollment. At the time of the audit, if the Provisional Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the student, the record shall be counted as invalid and included in the "students without acceptable or no certificates" column.

- **Certificate of Immunization Exemption - Religious:** applicant's last name, first name, date of birth, signature of applicant, parent or guardian and signature of a notary public.
- **Certificate of Immunization Exemption - Medical:** applicant's last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version dated June 2015. Previous versions of the Certificate of Immunization Exemption remain valid and can be accepted for upcoming school years.

School Audit Forms (Paper Version)

1. A paper version of the audit forms can be used to complete school audits when access to IRIS is unavailable or at the school buildings. All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Public Health.
2. The School District Number (4 digits) and School Number (4 digits) are available from the 2016-2017 Iowa Educational Directory on the Department of Education website at:

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https://www.educateiowa.gov/directories#Iowa_School_Directory or from the school administrator. Each school in the school district has a separate school number and should be entered for each audit.

3. Enter school audit data in IRIS in the appropriate school building record found under the School Name drop down menu. In school districts where elementary, junior high school and high school grades are located in the same building but separate school buildings for those levels are found in the School Name list, please enter audit data into the correct school building record.
4. Total Enrollment is the number of students in each grade enrolled in the school (number provided from the school administrator). Each student should only be counted once.
5. Students with a Certificate of Immunization are the number of students who have a valid Certificate of Immunization.
6. Students with a Provisional Certificate are the number of students who have a valid Provisional Certificate of Immunization.
7. Students with Certificates of Immunization Exemption are the number of students who have a valid Certificate of Immunization Exemption for medical or religious reasons.
8. Total Certificates is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption.
9. Students without a certificate or an acceptable certificate are the number of students who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
10. The Home School category should be used for all Competent Private Instruction (CPI) students. CPI students should not be counted in a grade.
Competent Private Instruction (CPI) is defined as private instruction provided to a child using a plan and course of study in a setting other than a public or organized accredited nonpublic school. The Home School category includes CPI Option 1 children and Option 2 children receiving dual enrollment. Children receiving Independent Private Instruction (IPI) are exempt from immunization requirements and are not included in the audit and are not counted in the Total Enrollment.
Home school student records may be documented in the school where the immunization record is maintained (e.g., elementary school). If home school student records are maintained at the school district office, an audit may be submitted for the school district office and would include records for home school children only. IRIS includes a school district office for each public school district in Iowa which allows Local Public Health Agencies to select where home school children are documented. Regardless of where home school student records are documented for the audit, student records should only be counted in one location (e.g., school or school district office).
11. Special Education students are assigned to a grade level and should not be counted separately on the audit form.
12. Preschool children who attend a school system shall be entered only on the Child Care Immunization Record Review form. Preschool children should be audited for child care level requirements ≥ 24 months of age.
13. School audits should be completed and submitted in IRIS by January 31, 2017. Upon completion of the audit, a copy of the audit should be given to the school admitting official.

For questions, contact Sharon Richardson at 800-831-6293 ext. 1 or sharon.richardson@idph.iowa.gov.

Licensed Child Care Immunization Record Review 2016-2017 School Year

The following guidelines are intended to assist staff when conducting licensed child care audits. Immunization audits of child care centers, preschools, and Head Start centers help assure young children are properly immunized and protected from vaccine-preventable diseases.

1. Determine the licensed child care centers, preschools, and Head Start Centers to be audited within the local board of health's jurisdiction.
2. Establish a time to perform the audit.
3. Certificates should be audited for vaccine doses administered at the minimum age and intervals as recommended by the Advisory Committee on Immunization Practices (ACIP). Doses administered ≤ 4 days before the minimum interval or age shall be counted as valid. All Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization Exemption must be properly completed to be valid. A faxed copy, photocopy, or electronic copy is acceptable. In addition, each certificate should include the following to be valid:

- **Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, and the signature of a physician, physician assistant, nurse, or certified medical assistant.
- **Provisional Certificate of Immunization:** applicant's last name, first name, date of birth, vaccine(s) administered, date(s) given, remaining vaccine(s) required, reason applicant qualifies for provisional enrollment, the signature of the physician, physician assistant, nurse, or certified medical assistant, and an expiration date not to exceed 60 days. There are two situations that warrant the use of a Provisional Certificate of Immunization:
 - The student has transferred from a domestic (U.S.) school system and the records have not arrived, or
 - The student has received at least one dose of each required vaccine but has not completed the required immunizations.

Provisional Certificates of Immunization should be issued to the admitting official upon enrollment. At the time of the audit, if the Provisional Certificate of Immunization is expired (greater than 60 days) and a Certificate of Immunization has not been issued for the student, the record shall be counted as invalid and included in the "students without acceptable or no certificates" column.

- **Certificate of Immunization Exemption - Religious:** applicant's last name, first name, date of birth, signature of parent or guardian and signature of a notary public.
- **Certificate of Immunization Exemption - Medical:** applicant's last name, first name, date of birth, vaccine(s) exempted, an expiration date (if applicable), and printed name, Iowa license number and signature of physician, physician assistant, or nurse practitioner. Previous versions of the Certificate of Immunization Exemption already on file remain valid, and student records do not need to be updated to the current version. The Certificate of Immunization Exemption dated June 2015 will be implemented in a phased-in approach. Previous versions of the Certificate of Immunization Exemption remain valid and can be accepted.

Licensed Child Care Audit Form (Paper Version)

1. A paper version of the audit forms can be used to complete child care audits when access to IRIS is unavailable at the child care centers. All audits must be submitted in IRIS. Please do not mail paper audit forms to the Iowa Department of Public Health.
2. Include the complete name of the child care center and address. This will help identify the center for data entry into IRIS. A list of licensed childcare and preschool providers by county is available on the Iowa Department of Human Services webpage at <http://ccmis.dhs.state.ia.us/ClientPortal/ProviderSearch.aspx>.

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3. Preschool children who attend a school system shall be entered on the Child Care Immunization Record Review form. Preschool children should be audited for child care level requirements ≥ 24 months of age.
4. Total Enrollment is the number of children enrolled in the licensed child care center (number provided from the administrator).
5. Children with a Certificate of Immunization are the number of children who have a valid Certificate of Immunization.
6. Children with a Provisional Certificate are the number of children who have a valid Provisional Certificate of Immunization.
7. Children with Certificates of Immunization Exemption are the number of children who have valid Certificates of Immunization Exemption for medical or religious reasons.
8. Total Certificates is the total number of Certificates of Immunization, Provisional Certificates of Immunization, and Certificates of Immunization.
9. Students without a certificate or an acceptable certificate are the number of students who do not have a valid certificate. The number of students without acceptable or no certificates is the difference between Total Enrollment and Total Certificates.
10. Each student should only be counted once.
11. Child Care audits should be completed and submitted in IRIS by January 31, 2017. A copy of the audit should be given to the center administrator.

For questions, contact Sharon Richardson at 800-831-6293 ext. 1 or sharon.richardson@idph.iowa.gov.